Accessing a State of Vermont SharePoint Site

A Guide for External Users
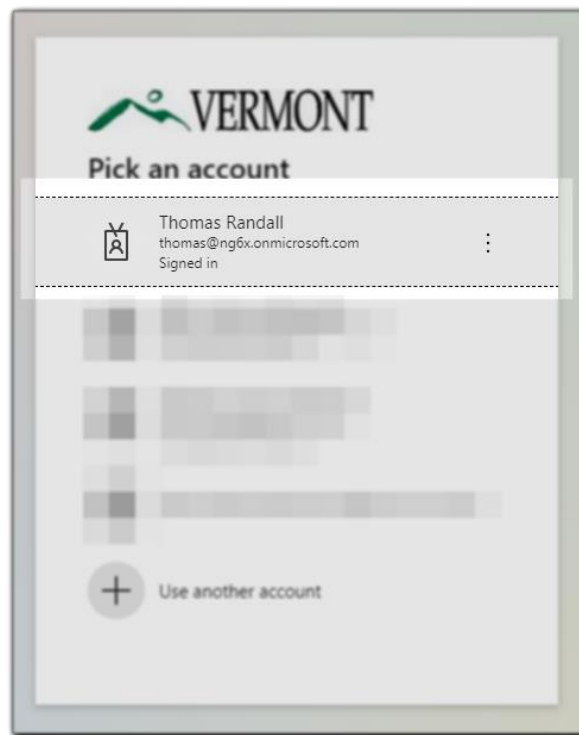
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SECTION 1: OVERVIEW

The document outlines the process for accessing a State of Vermont SharePoint site as a guest user. This guide is provided as a courtesy and may not depict the process for you with one hundred percent accuracy. If you require further assistance, please reach out to the person who granted you access to the site.

You will get an email from your contact at the State of Vermont. Click on the link in the email:
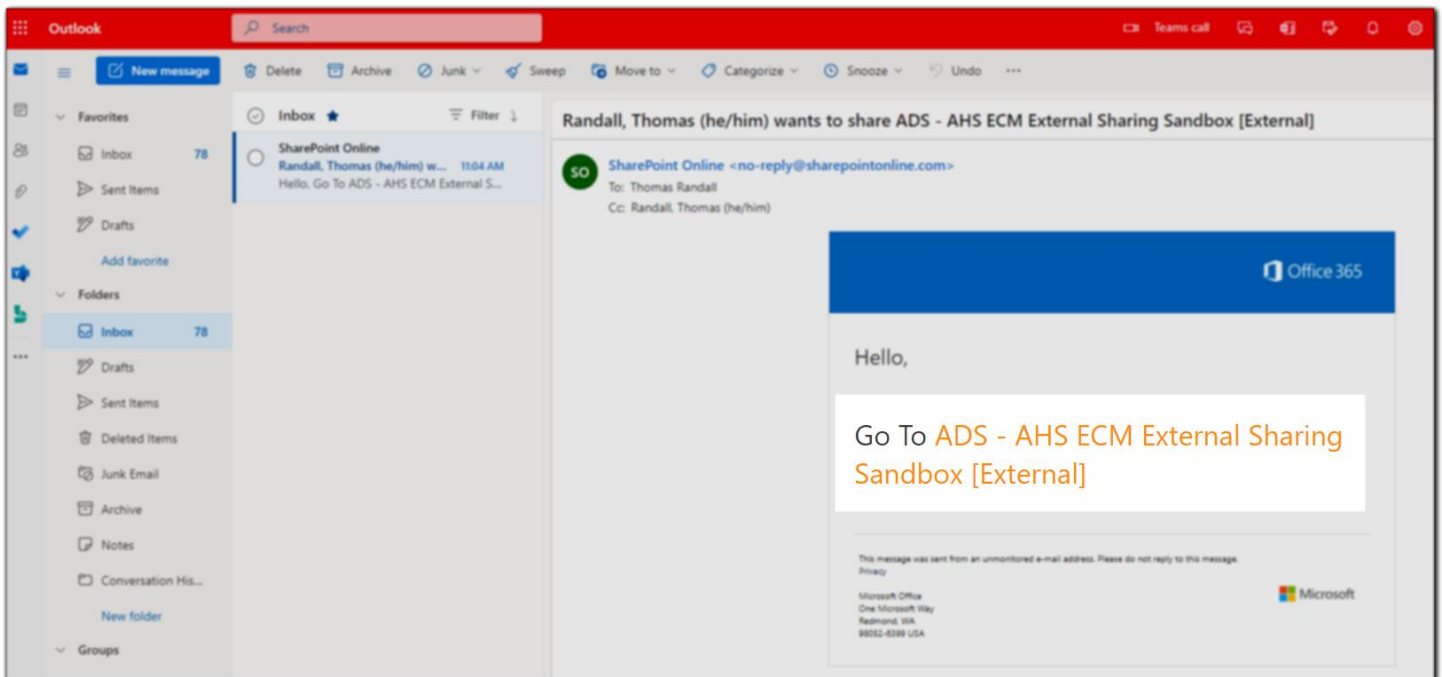
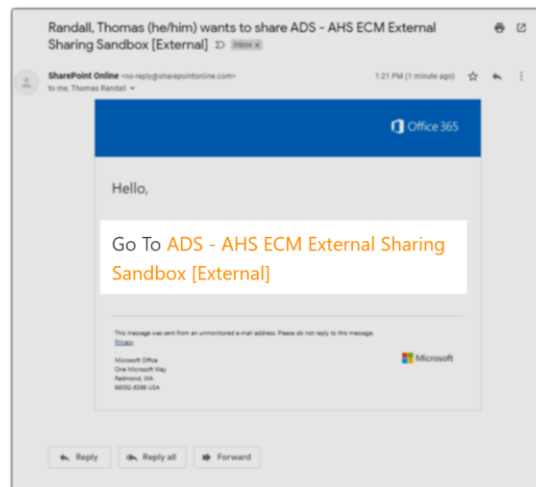

On the login screen, select your organizational account.

If this is your first time logging in, please see Section 4 of this guide. Otherwise, you will be prompted to complete the MFA method you previously setup.
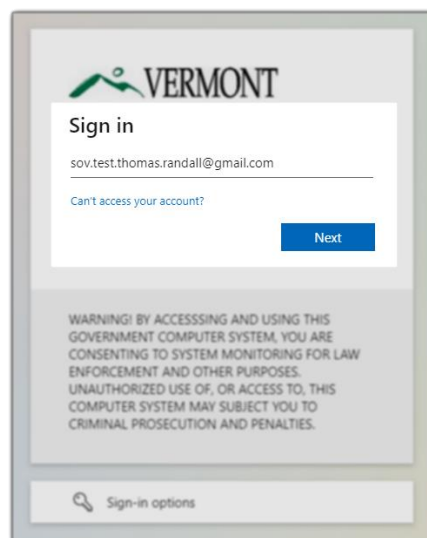
When you are first invited to a State of Vermont SharePoint site, you will get a notification in your inbox from **SharePoint Online**. (Note: this notification will sometimes end up in your spam folder.)
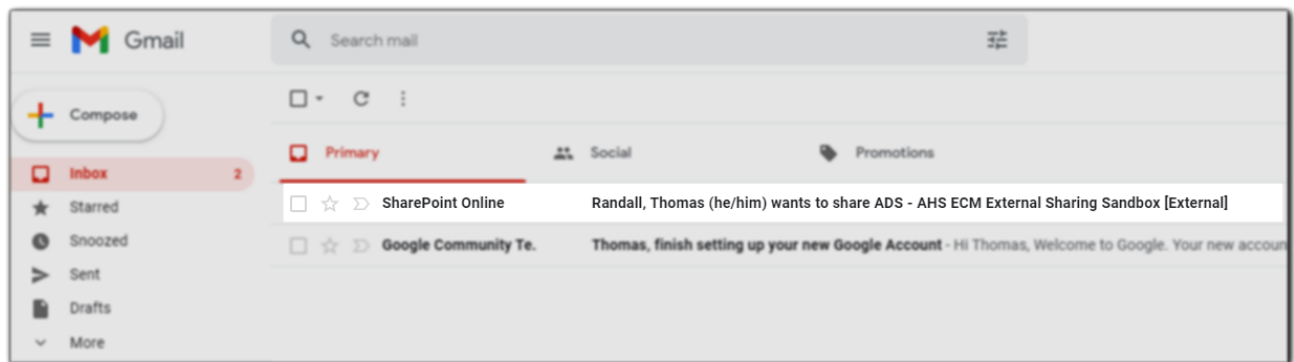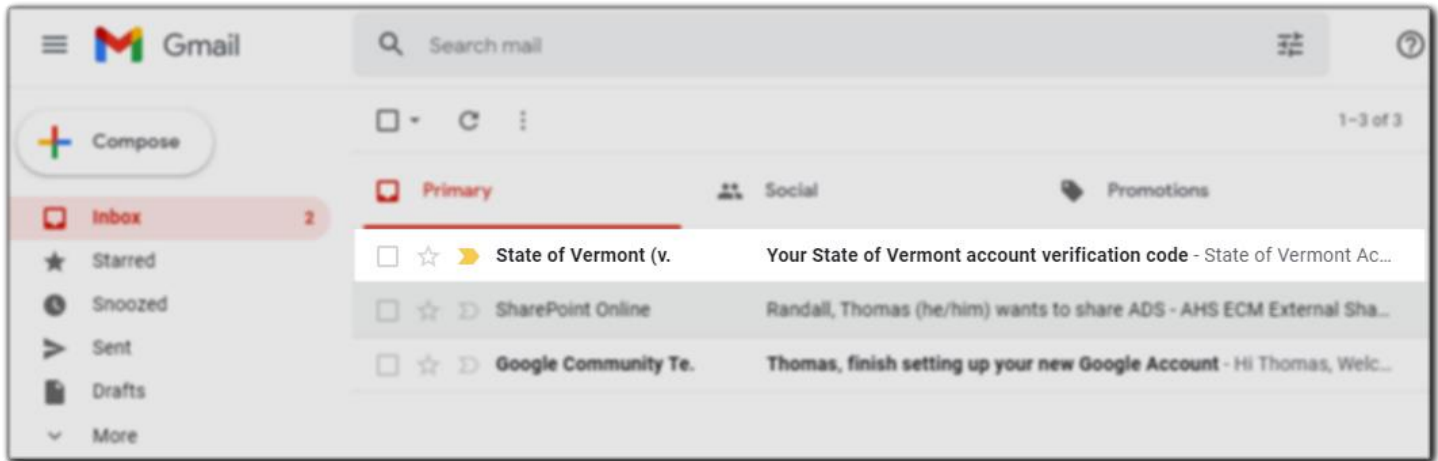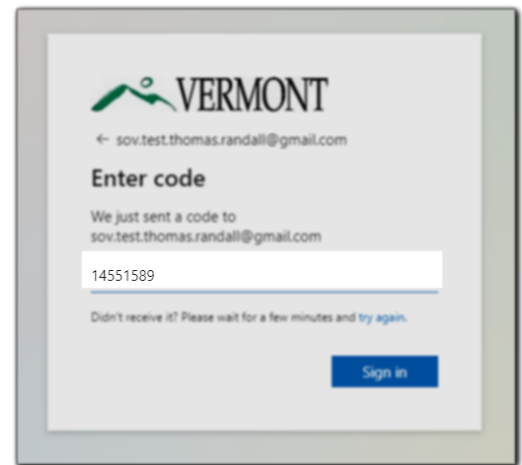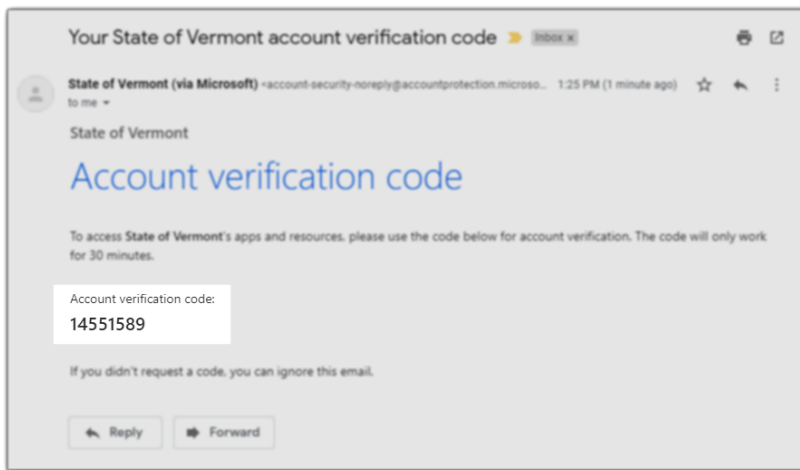

Open the link in the email.

Enter your email address on the sign-in screen.

A second email with a login code will be sent to your email.


Copy and paste the code into your browser window.

If this is your first time logging in, please see Section 4 of this guide. Otherwise, you will be prompted to complete the MFA method you previously setup.

SECTION 4.1: REVIEW PERMISSIONS

The first time you log in as an external user, you will be prompted to review what permissions you are granting to the State of Vermont. You must **Accept** this in order to access any SharePoint site shared with you.
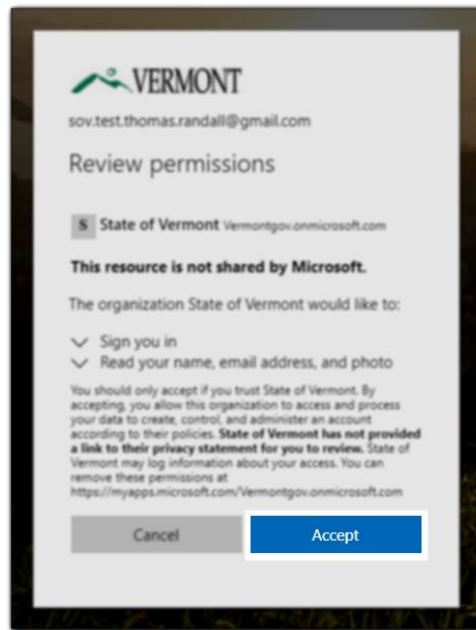

SECTION 4.2: SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

All users are required to set up Multi-Factor Authentication (MFA) in order to access a SharePoint site maintained by the State of Vermont. This ensures the information is properly secured. When prompted, click **Next** to begin the setup.
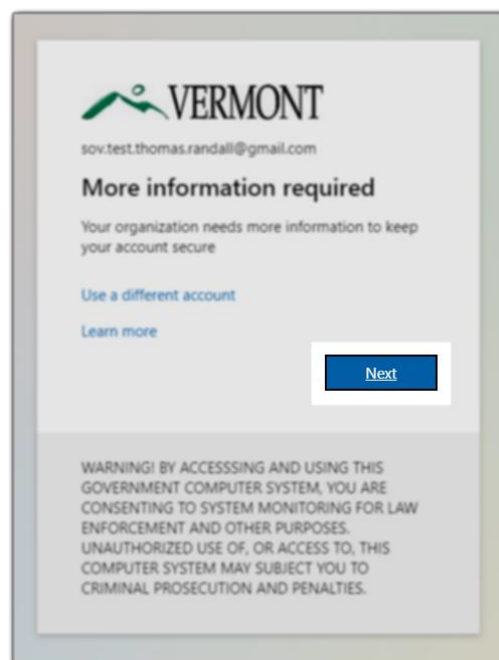
You have three (3) options for your MFA method:

1. A push notification from the Microsoft Authenticator App.
2. A phone call or text message to a landline or cell phone.
3. Another authenticator app, such as Google Authenticator.
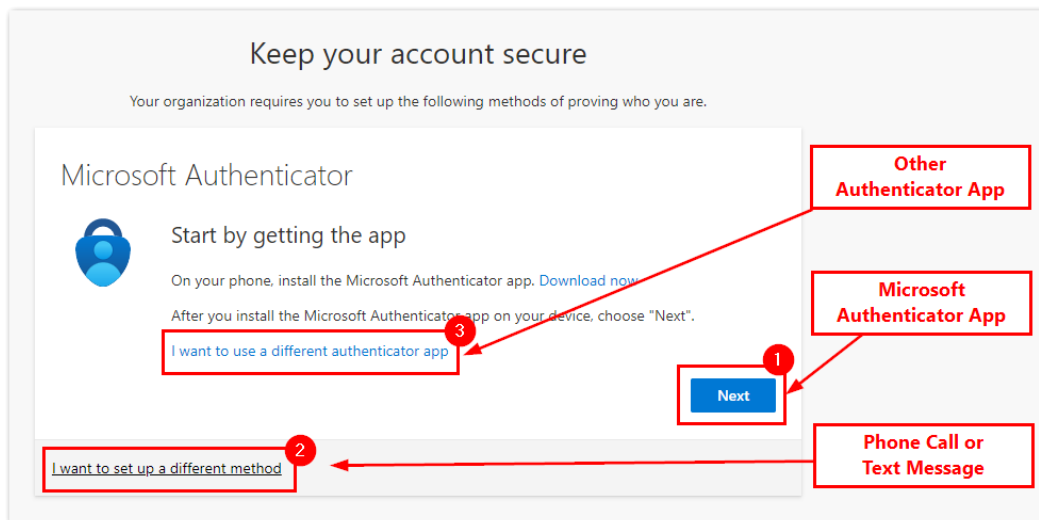
SECTION 4.2.1: MICROSOFT AUTHENTICATOR APP

The following steps will walk you through how to configure the Microsoft Authenticator App.

On your phone, you will need to install the Microsoft Authenticator App.

- Apple App Store
- Google Play Store

Once installed, click on the **+** sign in the upper righthand corner.

Next, you will select: **Work or school account**. On the prompt that follows, select **Scan QR Code** You may need to allow access to your camera.
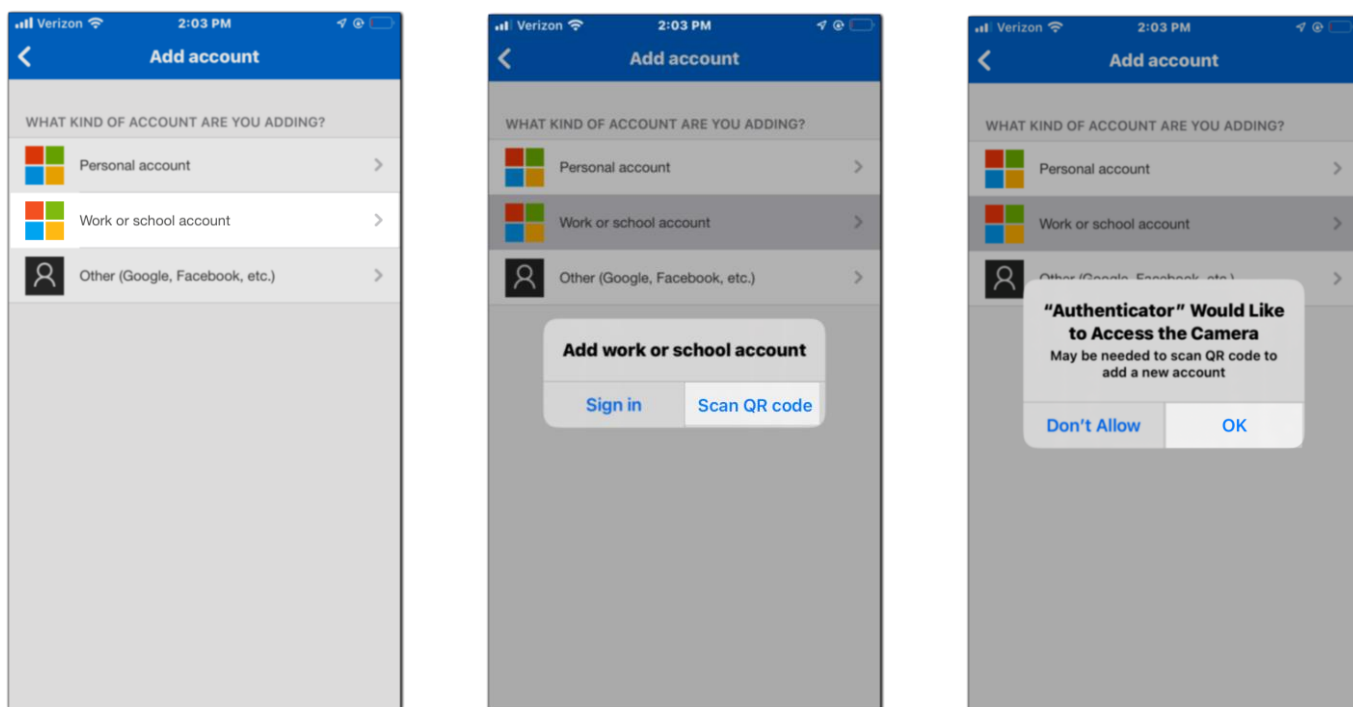
Back on your computer screen, click **Next**. A QR code will display on the screen. Point your phone at the screen until the code is positioned in the box. It will scan automatically.
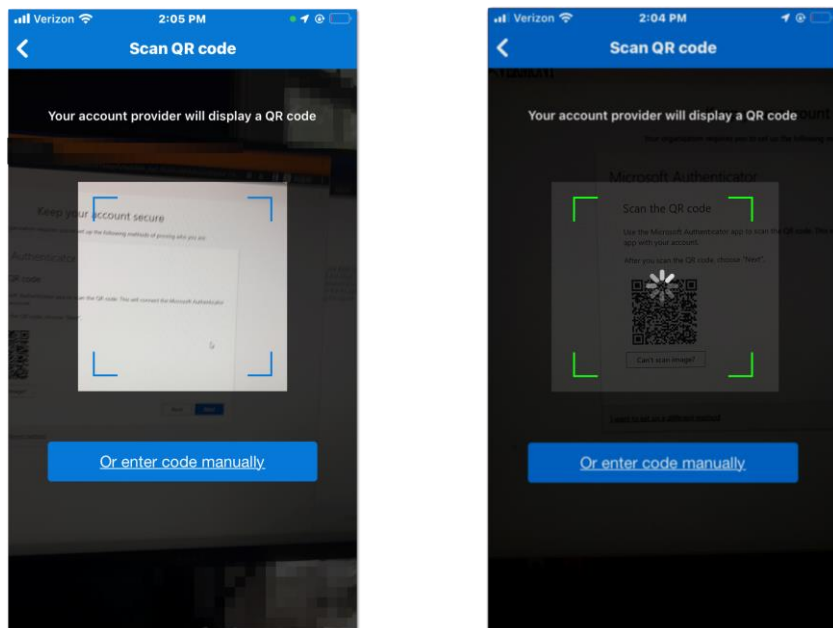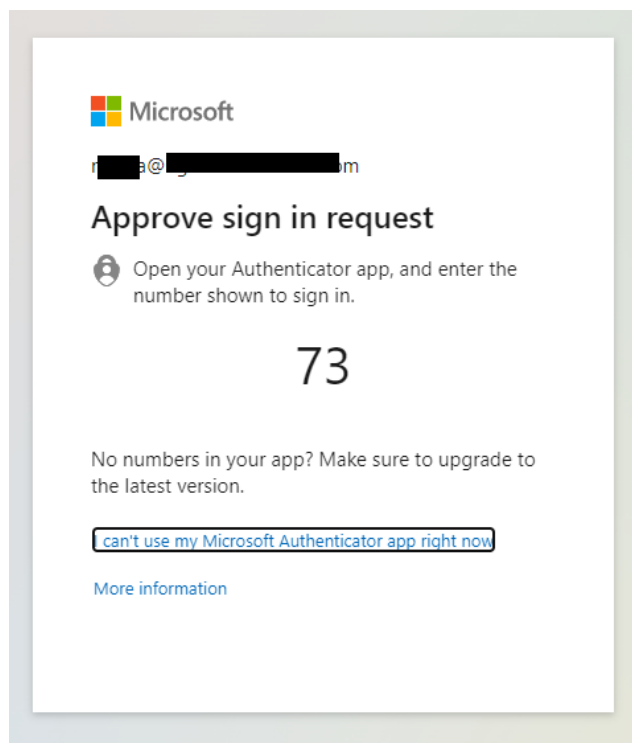

On your computer, click the **Next** box.
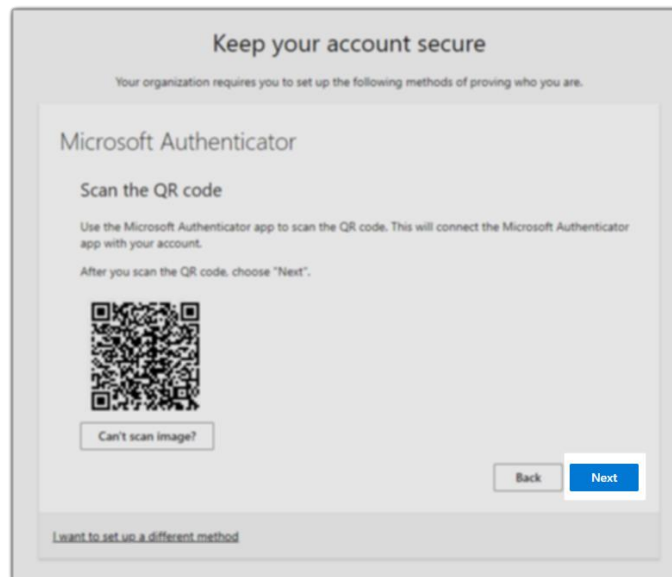
This completes setup of the Microsoft Authenticator App.

A prompt will now appear on your computer with a two-digit code:

Enter this code on the prompt in the Microsoft Authenticator App on your phone:

This completes setup of the Microsoft Authenticator App. You will now be directed to the SharePoint site.